

NORTH CAROLINA EDUCATION LOTTERY
INVITATION TO BID
COMPENSATION CONSULTING SERVICES
ITB # LC-000019

QUESTIONS AND ANSWERS

1.) Is the proposal, listed in the subject section above, open for consultants who are located in NC only or for those registered on the e-procurement as consultants? Our company is located just North of Tampa and we are interested in submitting a proposal. We are registered on e-procurement.

It is the NCEL's expectation that the Vendor be readily accessible in person, which may include regular meetings with the NCEL management at Raleigh Headquarters. However, the ITB does not prohibit vendors outside the State of North Carolina from submitting bids. Please note that the flat fee pricing must be inclusive of any and all necessary travel expenses.

2.) Can you please advise what the budget for this project is?

The NCEL has not designated a specific budget for this project.

3.) What are the expectations in terms of cost proposal structure?

The NCEL expects the Vendor to submit a flat fee to cover the scope of services as referenced in the ITB. However, the NCEL may negotiate for a lesser fee structure if the scope of services is reduced by the NCEL.

4.) What are the top three internal or external factors that are driving the need for a compensation study?

- Internal perception of inequity in compensation
- Accurateness of job hierarchy
- Need to expand current job bands

5.) What is the date of the last compensation study?

This is the first compensation study for the NCEL.

6.) What is the name of the agency that provided the last study?

This is the first compensation study for the NCEL.

7.) According to the RFP, the projected project period of performance is six (6) weeks after contract award. Is this timeline negotiable?

Yes, but the vendor must provide, in writing, the justification for consideration by the NCEL.

8.) Typically, we begin a compensation project by meeting one-on-one with key stakeholders to discuss their opinions, issues, and priorities regarding compensation plan design. Does NCEL want the vendor to do this?

Yes, as deemed necessary by the Executive Director.

9.) Does NCEL have up-to-date job descriptions for the 99 job titles included in Exhibit A of the ITB?

Yes.

10.) Does NCEL want the vendor to collect job content information from employees?

No.

11.) Does NCEL want to include market data from both public sector and private sector employers?

Yes.

12.) How many organizations does NCEL want to use as comparables for the market study?

It will be the vendor's responsibility to determine the quantity for the market study.

13.) Are there any specific comparators you wish us to use?

The NCEL does not have any specific "comparators."

14.) In order for us to collect market data directly from other lottery industry employers, we would need to conduct an original survey, which typically takes about eight (8) weeks. Is there any flexibility on the July 31, 2008 completion date for this project?

Yes, but the vendor will need to provide justification for the extension. The NCEL desires to limit the survey scope to market research.

15.) The ITB requests that the vendor attend regular meetings with NCEL management and/or other employees. How frequently do you expect to meet with the vendor?

At least once a week.

16.) The ITB requests that the vendor review and evaluate the current performance management process and forms. Would you share information about the current system with vendors now?

No.

17.) Do you wish the vendor to be involved in any training or communication efforts to assist with implementation of the revised performance management process?

The NCEL is open to this idea.

18.) Does NCEL want the vendor to be involved in any employee communications, either throughout the project, or at the end of the project?

Any communication may be limited to a written format only.

19.) Does NCEL want the vendor to make a final presentation to NCEL's executives or governing board?

Yes.